

## CITY OF ALAMEDA

### Memorandum

To: Honorable Mayor and  
Members of the City Council

From: John A. Russo  
City Manager

Lara Weisiger  
City Clerk

Date: July 5, 2011

Re: Introduce an Ordinance Amending Sections 2-1.1 and 2-1.5 of Article I (The City Council and Meetings of the City Council) of Chapter II (Administration) to Modify the Meeting Time and Deadline for Submission of Matters

### BACKGROUND

The Alameda Municipal Code specifies the start time of regular City Council meetings and the date by which matters must be submitted to the City Clerk in order to be included on the agenda. In September, the City Council agendas and packets for regular meetings will be published one week earlier.

### DISCUSSION

Section 2-1.1 is being revised to reflect the correct 7:00 p.m. start time of regular City Council meetings. In order to accommodate the earlier agenda distribution, Section 2-1.5 is being modified to set the Monday two weeks prior to the regular City Council meeting as the deadline for submitting matters, such as Council Referrals.

### FINANCIAL IMPACT

There is no financial impact.

### RECOMMENDATION

Introduce an Ordinance amending Sections 2-1.1 and 2-1.5 of Article I (The City Council and Meetings of the City Council) of Chapter II (Administration) to modify the meeting time and deadline for submission of matters.

Respectfully submitted,



Lara Weisiger  
City Clerk



Lisa Goldman  
Assistant City Manager

CITY OF ALAMEDA ORDINANCE NO. \_\_\_\_\_  
New Series

AMENDING SECTIONS 2-1.1 AND 2-1.5 OF ARTICLE I (THE  
CITY COUNCIL AND MEETINGS OF THE CITY COUNCIL) OF  
CHAPTER II (ADMINISTRATION) TO MODIFY THE MEETING  
TIME AND DEADLINE FOR SUBMISSION OF MATTERS

BE IT ORDAINED by the City Council of the City of Alameda that:

Section 1: The Alameda Municipal Code is hereby amended by  
modifying Section 2-1.1 to read as follows:

2-1.1 - Council Meetings.

The regular meetings of the City Council shall be held in the designated  
location of the City Hall at 7:00 p.m. in the calendar year as fixed by resolution  
in December of the preceding year. All meetings shall be open and public,  
except as otherwise provided by law. If it reasonably appears to the Clerk of the  
Council that:

(a) The Council Chamber is not large enough to accommodate the  
number of persons likely to attend any meeting, or

(b) Special facilities other than the Chamber are required for a particular  
meeting, or

(c) A meeting will constitute a joint session with another agency to be  
held at the latter's usual meeting place, or

(d) Advantages exist in having an on-site meeting, the Clerk may, with  
consent of the Mayor, give appropriate written or oral notice at the  
commencement thereof that such meeting will be called to order in the Council  
Chamber and thereupon continued to the time and place required by reason of  
the special circumstances hereinabove mentioned.

Section 2: The Alameda Municipal Code is hereby amended by  
modifying Section 2-1.5 to read as follows:

2-1.5 - Submission of Matters.

Before 5:00 p.m. on the Monday two weeks prior to each Council  
meeting any City official, board, commission or other municipal body having any  
reports, communications or other matters for submission to the Council, shall  
hand the same to the City Clerk whereupon the Clerk shall arrange a list of

Approved as to Form

City Attorney

such matters according to the order of business specified in subsection 2-1.6 hereof, and furnish a typewritten copy of the list to each member of the Council.

Section 3: This Ordinance shall be in full force and effect from and after the expiration of thirty (30) days from the date of its final passage.

\_\_\_\_\_  
Presiding Officer of the City Council

Attest:

\_\_\_\_\_  
Lara Weisiger, City Clerk  
City of Alameda

\* \* \* \* \*

I, the undersigned, hereby certify that the foregoing Ordinance was duly and regularly adopted and passed by the City Council of the City of Alameda in a Regular Meeting of the Alameda City Council on the 19<sup>th</sup> day of July, 2011 by the following vote to wit:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

IN WITNESS, WHEREOF, I have hereunto set my hand and affixed the official seal of said City this 20<sup>th</sup> day of July, 2011.

\_\_\_\_\_  
Lara Weisiger, City Clerk  
City of Alameda